

Charles Town's Heritage Day Festival
Vendor Registration Application
Saturday, September 17, 2011, 10 a.m. to 5 p.m.
Charles Town, West Virginia
Registration begins April 1, 2011; Deadline August 1, 2011

Please PRINT all information clearly.

Name: _____ Daytime Phone: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

E-mail address (required) _____ Business Name: _____

I will be selling (check applicable) [] Crafts [] Food [] Other _____

Description of booth contents:

Arts & Crafts Vendors

10'x10' Space: \$50

Food/Drink Concessions Vendors

10'x10' Space: \$70

Non-Profit Space

10'x10' Space: Free

Please contact the Event Committee if you require a generator.

I request (quantity) _____ 10'x10' outdoor spaces.

You must provide your own tent, tables, and chairs.

Amount Enclosed: _____

Please make checks payable to: **City of Charles Town, memo: Heritage Festival**

Signature _____ Date _____

Reservations will not be accepted without signature. Your signature indicates acceptance of **Vendor Participation Rules**

To reserve booth space mail **completed** registration form
WITH check or money order to:
Katie See, 101 E. Washington St., Charles Town, WV 25414

Questions? Contact Katie See: (304) 725-2311 x 244 or katie@charlestownwv.us

OFFICE USE ONLY: Date Rec'd _____ Payment _____ Booth Number _____

Charles Town's Heritage Day Festival

VENDOR PARTICIPATION RULES

Registrations open until filled

Deadline to Register August 1, 2011

You may visit our Event Website at www.historiccharlestownwv.com

Email address for all correspondence is katie@charlestownwv.us

Charles Town's Heritage Day Festival
Saturday, September 17, 2011, Charles Town, West Virginia
Registration begins April 1, 2011, Deadline August 1, 2011

Arts & Crafts Vendor Space:

One 10'x10' space \$50

Food/Drink Concessions Space:

One 10'x10' space \$70

Non-Profit Space

One 10 x 10' space Free

1. Festival Hours: Saturday, September 17, 2010, 10:00 a.m. to 5:00 p.m.
2. Public Admission to the event is **FREE**.
3. The Event Committee has sole discretion to approve or reject an application. For Art & Crafts applications, preference is given to original, hand-made crafts and artwork. All items to be sold are subject to approval by the Event Committee
4. Food/Drink Concessions –Food Vendors may sell drinks and other food concessions; no alcohol is permitted. Food Vendors must indicate all items to be sold. **LIMIT OF 2 VENDORS PER FOOD ITEM**. Food items will be approved on a first-come first-served basis.
5. Art & Crafts and Food/Drink Concessions - Vendors are responsible for setting up and cleaning their space at the end of the day. Set-up starts on Saturday, September 17 at 7:00 a.m., with completion by 5:00 p.m. The vendor is responsible for set up, operation, maintaining, and dismantling of the booth. The vendor shall maintain a clean and safe operation for the full duration of the event. The vendor shall clean up booth site and remove or dispose of trash. Vendors are expected to comply with all federal, state and local laws, rules and regulations, and shall have all appropriate licenses, permits, and other required documentation.
6. No electricity is available to Art & Craft Vendors. There is limited electricity available to Food/Drink Concessions. Generators are discouraged. Please contact the Event Committee if you wish to bring a generator.
7. Vendors must receive Event Committee approval for all items displayed/sold. Approval will be mailed/mailed to vendor indicating approved items. Display/sales of unapproved items may be cause to dismiss vendor from Event grounds.
8. Non-profits will be accepted on a limited basis, with preference given to organizations that meet the festival mission. Non-profit spaces must be informational in nature. No sales other than membership to the organization. No solicitation for donations but a subtle donation receptacle is allowable within the booth.
9. Charles Town's Heritage Day Festival is held rain or shine, but if weather conditions are extremely unfavorable, Event officials may cancel all activities. There is no rain date for the Event and no refunds will be made.
10. Vendors that are no-shows or break down before the festival ends may be barred from future events.
11. Charles Town's Heritage Day Festival's Event Committee, its representatives, and its members are not responsible for property damages or injuries incurred during the Event.
12. **Vendor signature on the Reservation Form indicates acceptance of these participation rules.**
13. No application will be processed without full payment of registration fee. Vendor space is limited. Please submit your application as soon as possible.
14. By participating in this event, the vendor agrees to indemnify and hold harmless Jefferson County, the City of Charles Town, Charles Town's Historic Landmarks Commission, the Event Committee, and their directors, members, sponsors, officers, agents, staff, and employees from any and all liability for damage, County health code violations, injury, or loss to any person or goods for any reason. The vendor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the Charles Town Heritage Day Festival is just providing a place for the party to conduct their business.

BY SUBMITTING YOUR APPLICATION YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.

OFFICE USE ONLY: Date Rec'd _____ Payment _____ Booth Number _____